

City of Torrance – Torrance Library

Title: Friends of the Library Volunteer
Location: Katy Geissert Civic Center Library

Position Overview and Impact:

The Friends of the Library are a group of committed citizens dedicated to working for better libraries for the community. Its principal activities are organizing used books to aid the library in acquiring important materials beyond the confines of their operating budget and to work with the library to sponsor cultural programs beneficial to the library and the community.

This core group maintains the on-going sales shelves in the Civic Center Library and, for the used book sales, sorts and stores large quantities of material, prepares the Community Meeting Room, and conducts the sales. The Friends meet every Tuesday morning to process donations for their upcoming sales. There are also opportunities to serve outside the Tuesday morning sessions to participate as a "Friend."

Like the Marine Corps, we're always looking for a few more good people to carry on this fine work.

Desirable Skills:

- Enthusiasm and familiarity with the Library.
- A warm and friendly disposition and a positive attitude.
- Research skills for pricing of used books.
- Sorting and shelving.

Requirements:

- Must be 18 years of age and older.
- Must pass a fingerprint background check.
- Honest and reliable, may be requested to handle cash.
- Able to read small print.
- Able to go up and down stairs.

Training and Support:

All Friends of the Library volunteers are required to go through a mandatory volunteer orientation. Training for the position will be provided.

Time Commitment:

Variable hours will be arranged according to your schedule.

Benefits of Volunteering:

The Torrance Public Library is all about supporting the community as they pursue life-long educational opportunities and literacy. Be an instrumental part of our mission by extending our services to the community through this volunteer opportunity. Friends of the Library is a program that is a free service provided by the City. By volunteering, you will help it to grow and continue in its service to our community.

Contact Person(s):

- Helen Ball, Friends of the Library Coordinator
- Jan Weirzbicki, City of Torrance Principal Librarian (310) 618-5954

Selection Process:

Apply online at <https://www.volgistics.com/ex/portal.dll/ap?AP=1873294441>, select Volunteer Researcher as your assignment preference. Please provide specific information regarding your skills and experience in the application form.